

CULTURAL RESOURCES SPECIALIST II

KAHO'OLAWE ISLAND RESERVE COMMISSION

POSITION DESCRIPTION: Cultural Resources Specialist II

I. IDENTIFYING INFORMATION

Position Number:

Current Class Title: Temporary Exempt – Cultural Resources Specialist II

Department of: Land and Natural Resources

Division: Kaho'olawe Island Reserve Commission

Geographic Location: Maui, Hawai'i

II. INTRODUCTION

The Kaho'olawe Island Reserve Commission (KIRC) was established within the Department of Land and Natural Resources for administrative purpose by Chapter 6K, Hawaii Revised Statutes (HRS).

The KIRC is responsible for the management of the Kaho'olawe Island Reserve (Reserve), which includes the island of Kaho'olawe and the marine waters two miles seaward of the shore. The Reserve is to be used solely and exclusively for the preservation and practice of all rights customarily and traditionally exercised by native Hawaiians for cultural, spiritual, and subsistence purposes, preservation of and protection of its archaeological, historical and environmental resources, rehabilitation, re-vegetation, habitat restoration, and preservation; and education. The KIRC's mission is to establish the critical policies and controls for the management and use of the Reserve. The KIRC also approves all contracts for services and rules, provides advice to the State, and carries out the powers and duties to manage the Reserve in accordance with 6K-5, HRS.

The position will be based on KIRC Maui office but will involve extensive fieldwork on Kaho'olawe requiring extended overnight stays on a regular basis. The position is a limited term appointment with the possibility of extension depending on project needs and funding availability.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Cultural Resources Programs and Duties

90%

1. Works with other specialists in natural resources and ocean resources to integrate a cultural approach into all KIRC program activities. [1] [2][3]
2. Coordinates with other specialist performing work on island that potentially could impact cultural sites within the Reserve. [1][2]

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3. Facilitates appropriate cultural ceremonies as needed. [3]
4. Reviews GIS data for cultural sites on Kaho'olawe and develops appropriate preservation, mitigation, and/or site restoration plans aimed towards the high priority sites. [1] [2][3]
5. Manages artifacts that are curated and stored on Maui and on Kaho'olawe. [1,2,3]
6. Reviews access requests for cultural activities for appropriateness and potential impacts to sites, and provides recommendations. [1,2,3]
7. Develops stabilization and restoration procedures for cultural sites consistent with Federal and State Historic Preservation rules and requirements. [1,2,3]

B. Performs other duties as assigned

10%

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequence of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for the skill/ability to perform this.

IV. CONTROLS EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work:

The position is supervised by the Cultural Resources Specialist IV. For restoration field activities, operations, infrastructure coordination, and volunteer supervision, safety general instructions are given for routine assignments. Direct supervision or detailed instructions are given for new

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assignments. The position seeks the Cultural Resources Specialist IV guidance for problems not encountered in the past. The Cultural Resources Specialist IV reviews completed work for technical adequacy, completeness and thoroughness.

V. RECOMMENDED QUALIFICATIONS

A. Knowledge, Skills, and Abilities Required to Perform the Major Duties and Responsibilities:

Knowledge :

Of the history and culture of the Reserve and extensive knowledge of Hawaiian history, language, and cultural traditions.

Skills:

Strong oral and written communication skills and analytical thinking. Have a working knowledge of the Reserve and its programs.

Ability to:

Follow oral and written instructions; be self-motivated; read, analyze, and interpret management plans; develop specific plans to meet management plans, objectives, and goals; work effectively with frequent interruptions and changing requirements; deal tactfully with staff and the general public; manage staff; effectively communicate with the Hawaiian and protocol relating to the Reserve; travel to the Reserve for several days at a time and endure isolated working conditions in varying weather conditions.

B. Physical Requirements:

Good physical health, endurance and ability to swim are required. Must be capable of backpacking 5 miles or hiking 10 miles, willing to camp, work irregular hours under difficult conditions. Must be able to work alone and independently. Must have good hearing and eyesight necessary for fieldwork.

C. Education/Experience Required to Perform the Major Duties and Responsibilities:

Required Education:

An undergraduate degree in Anthropology, Archeology, Hawaiian Studies, or a closely related field.

Required Experience:

At least 3 years of experience in Hawaiian historical, cultural practices, or ethnographic research, writing, teaching, interpretation, or other

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demonstrable professional activity.

Allowable Substitutions:

Consideration will be given for professional experience on a year for year basis of progressively responsible experience in the management of cultural educational programs in substitution for the bachelor's degree.

License Requirements:

Possession of a valid Hawaii Driver's License.

VI. SALARY

\$40, 000 to \$45, 000 annually, commensurate with experience.